

Instructions for Submitting a Data Correction Request

1. Write a letter on district or charter letterhead requesting a correction pursuant to A.R.S. 15-915 to ADM, transportation, audit reimbursement, or corrections to budget capacity. The letter must include the following

- a. Date letter written
- b. LEA name and CTDS number
- c. Contact name, telephone number (please include a direct number or extension), and email address
- d. Reason for the request being necessary
- e. Details on the issue. This includes any documentation to support the request.

It will also assist us in contacting you if the educational directory is up-to-date with your contact information. To verify contact information please use our web site <http://www.ade.az.gov/edd> . Please contact the support center at 602-542-7378 to update your contact information and common logon LEA profile information.

2. Mail the letter to the following

Philip Williams
Deputy Assoc. Superintendent of School Finance
ADE – School Finance
1535 W Jefferson St Bin #13
Phoenix, AZ 85007

3. Once the letter is received by School Finance it will be logged for tracking purposes. The file will then be forwarded onto the appropriate team to research the issue. Please include your email address if you wish to receive a receipt upon your request being received.

NOTE: When the request has been reviewed a team member will contact you with any questions or answers to the request. No board approval is required to submit a Data Correction Request. For more information about this process please read the School Finance Memorandum at the following location on the website.

<http://www.ade.az.gov/schoolfinance/memos/fy2006-2007/07016.pdf>